

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Task Order 22 to URS for Construction Management Service at the Judicial Center Renovation Project (Staff recommends approval).

REQUESTED ACTION: Approval

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 2/12/2013
☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: 2/12/2013
Managing Division / Dept:

Vendor/Entity: URS
Termination Date: 9/30/2014
Public Works Division/Facilities Development
Department

BUDGET IMPACT: \$349,215

☐ Annual
☒ Capital
☐ N/A

FUNDING SOURCE: COR
EXPENDITURE ACCOUNT: 305-100-519-6260

HISTORY/FACTS/ISSUES:

The Board approved the design contract with ASI to prepare final design and documentation of the Judicial Center Renovation on August 28, 2012 for \$307,807.60 (see exhibit 1). ASI previously did the preliminary planning and programming for the Judicial Center Renovation for approximately \$68,000.

This task order for construction management (CM) to URS (see exhibit 2) is the companion to the ASI (now Rispoli and Associates Architecture, or RAA) previous task orders. The URS task order consists of a pre-construction phase (\$19,370) which is starting now with design reviews; and construction and warranty phases (\$329,845). The total proposal rate is in line with, and actually slightly less than the current URS CM rate for the Historic Courthouse and 1988 Jail project.

Staff recommends approval of the URS Task Order 22 (exhibit 2) for CM services during the Judicial Center Renovation Project, for \$349,215.

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Architecture Studio, Inc. proposal for design services of the Judicial Center Renovation (Staff recommends approval).

REQUESTED ACTION: Approve

☐ Work Session (Report Only) **DATE OF MEETING:** 8/28/2012
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Architecture Studio, Inc.

Effective Date: 8/28/2012

Termination Date: 9/30/2013

Managing Division / Dept:

Public Works Division/Facilities Development

BUDGET IMPACT: \$307,807.60

☐ Annual

FUNDING SOURCE:

Capital Outlay Revenue

☒ Capital

EXPENDITURE ACCOUNT:

305-100-519-6260

☐ N/A

HISTORY/FACTS/ISSUES:

This proposal for \$307,807.60 from Architecture Studio will provide construction documents for the Judicial Center Renovation project. Architecture Studio won the contract for the design of the Judicial Center and Courthouse on November 26, 2007, then it was split into 2 projects and they did the preliminary and programming for the Judicial Center. This proposal is a continuation of that effort. They will coordinate meetings with the consultants and Sumter County owner's team and the selected general contractor. Base services include: As-Built Survey, Programming, Architectural, Mechanical, Electrical, Plumbing, Fire Protection, Technology, Structural and Civil. This is a fee method percentage project. The scope of work and contract documents to be considered for this project includes the following tasks:

Task 1: As-Built Survey \$10,500.00

Task 2: Programming Review and Evaluation Phase \$5,500.00

Task 3: Construction Cost Estimating Services \$8,000.00

Task 4A & 4B with 10% Government Discount: Construction Documents, MEP-FP \$258,807.60

Task 5: Technology \$20,000.00

Reimbursable Allowance \$5,000.00

Proposed schedule for design to permitting: 11 months design, 2 months bid.

This proposal has been reviewed and found to be acceptable at the agreed to rate, by the Public Works Division and Facilities Development Department, but is subject to the availability of funds. Staff recommends approval to accept this proposal and proceed with the renovation project design.

APPROVED

August 28, 2012

EXH ①



February 4, 2013

Mr. Scott Cottrell PE
Director of Public Works
Sumter County
319 East Anderson Avenue
Bushnell, FL 33513

Subject: **Sumter County – Project Management Services
Facilities Development Task Order
Judicial Center Renovations Project**

Dear Mr. Cottrell:

URS is pleased to submit the following proposal for the Sumter County Judicial Center Renovation Project. The proposal is based on the description provided by Sumter County and the agreed upon fee schedule. This task order will be administered in three (3) phases: Pre-Construction Phase Services, Construction Phase Services and Warranty Phase Services as outlined below.

Pre-Construction Phase Services

Pre-construction Phase services will include review and coordination of the Bidding Documents prepared by Rispoli & Associates, a constructability analysis by the URS team and all associated tasks as listed in the attached task order. The proposal is based on a fast track seven (7) month Pre-construction phase. In the event our Pre-construction effort exceeds seven (7) months, the same hourly rate is proposed for actual hours worked.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
<i>Pre-construction Phase</i>			
Sr. Project Manager	\$130/hour	149	\$19,370
Sub Total			\$19,370

URS Corporation
315 East Robinson Street, Suite 245
Orlando, FL 32801-1949
Tel: 407.481.8933
Fax: 407.423.2695

EXH (1)



Construction Phase Services

Construction Phase services will include all associated tasks as listed in the attached task order and the proposal is based on a presented eleven (11) month construction schedule. In the event construction exceeds eleven (11) months, the same hourly rate is proposed for actual hours worked.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
Sr. Project Manager	\$130/hour	1,360	\$176,800
Project Inspector	\$95/hour	1,611	\$153,045
Sub Total			\$329,845

Warranty Phase Services

Warranty Phase services will include all associated tasks as listed in the attached task order based on a contractual Warranty period of one (1) year. Since it is impossible to determine the number, frequency, or complexity of Warranty calls and their associated levels of staff effort, this proposal is based on one (1) eight (8) hour walk through in the 11th month of the Warranty period as required.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
Sr. Project Manager	Inc. in above.	8	\$0
Sub Total			\$0

In the event the Warranty Phase exceeds the quoted number of hours, the same hourly rate for Construction Phase services is proposed for actual hours worked.

Should you have any questions or comments, please feel free to call me at (352) 689-4754 or via email at ron_kishpaugh@urscorp.com.

Sincerely,

Ronald L. Kishpaugh

Ronald L. Kishpaugh
Senior Project Manager

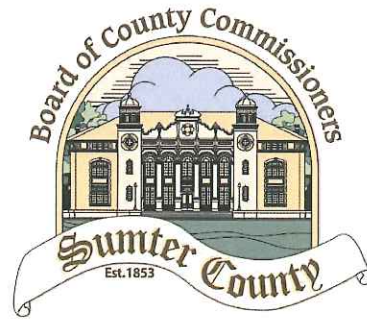
cc: File

Enc. (2)

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Facilities Development

319 E Anderson Avenue • Bushnell, FL 33513 • Phone (352) 569-1530
Website <http://sumtercountyfl.gov>



FACILITIES DEVELOPMENT TASK ORDER FORM FOR URS – CONSTRUCTION MANAGEMENT SERVICE FD- TASK ORDER #22 – 2012

DATE – February 4, 2013

PROJECT – SCBOCC JUDICIAL CENTER RENOVATION

PROPOSED SCOPE OF WORK:

URS shall provide all materials, labor, equipment and staffing to achieve the completion of this task order.

The general scope of services will be to provide the following professional services during the Pre-Construction Phase, Construction Phase, and Warranty Phase associated with renovating the existing Judicial Center.

A) Pre-Construction Phase Services:

- 1) Attend meetings with the design professional, user groups, and County representatives.
- 2) Review and provide input on incorporation of square footages and building features of the renovated facility. Review alternate approaches and provide input to the design professional and county representatives.
- 3) Meet with the design professional and review design documents at Design Development and Construction Document phase and provide recommendations with respect to the selection of building systems, components, materials and equipment.
- 4) Provide recommendations with respect to life cycle cost of the building systems, components, materials and equipment.
- 5) Review all fixtures, equipment, door hardware, windows and room finish schedules for completeness.
- 6) Provide a constructability review in order to identify and eliminate conflicts in the design; determine if there are any conflicts between various trades.
- 7) Determine if there are scope gaps between the various design disciplines.
- 8) Assist in the distribution and county review/sign off of the design documents for the Design Development and Construction Document phases.

Bradley S. Arnold,
County Administrator
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
2nd Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

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Chairman
(352) 689-4400
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Richard "Dick" Hoffman, Dist 1
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Garry Breeden, Dist 4
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Randy Mask, Dist 5
Office: (352) 689-4400
Home: (352) 793-3930
7375 Powell Road
Wildwood, FL 34785

- 9) Review of bid \ RFP documents for completeness.
- 10) Review of unresolved issues from bids/proposals and providing recommendations on resolution.
- 11) Assist the County and Architect with any RFI or document interpretations or clarifications during the RFP process.
- 12) Provide evaluation with request for "product substitutions" during the RFP process.
- 13) Assist with pre-bid conference (if documents require this activity).
- 14) Assist county with evaluation of submitted proposals.
- 15) Assist county with evaluation of the construction CPM schedule.

B) Construction Phase Services:

- 1) Update and distribute Project directory.
- 2) Review and comment on the baseline schedule and monthly updated project schedules.
- 3) Provide and maintain established system of routing for Project documents including correspondence, submittals, Applications for Payments, RFI's, Contingency Change Requests, Change Orders, etc.
- 4) Create and maintain construction contract administration files.
- 5) Conduct and maintain Project Meeting Minutes.
- 6) Provide contract administration and site observation of Work in progress.
- 7) In concert with County staff, review and provide appropriate action on Contractor's list of subcontractors and suppliers.
- 8) Obtain and review Contractor's submittal schedule; confirm with Architect schedule can be met.
- 9) Establish and conduct a preconstruction meeting.
- 10) Establish site observation and Project meeting schedules.
- 11) Assist in submitting applications for permanent gas, electric, water, telephone and other services.
- 12) Tracking of Project costs to County approved budget.
- 13) Monthly verification the Contractor is properly updating the as-builts documents.
- 14) Advise the County of any failed and/or sub-standard building code inspections.
- 15) Maintain all test reports for the Project as required by the Contract Documents.
- 16) Inform county staff of Project progress. Prepare field report of site visits.
- 17) Obtain and review Contractor updated progress schedule and advise county staff of potential revisions to anticipated occupancy date.
- 18) Prior to first Application for Payment, receive, review and recommend approval, if appropriate, Contractor schedule of values.
- 19) Receive and review the Contractor Application for Payment with Architect.
- 20) Verify requirements, if any, for reduction in retainage and have Contractor submit consent of surety documentation.
- 21) Obtain and review required test reports.

- 22) Receive Contractor submittal log and monitor the response time from the Architect.
- 23) Review Contractor proposed cost for changes and recommend response.
- 24) Respond to the Contractor punch list of remaining Work to be repaired or completed.
- 25) Ensure reproducible record drawings are received from the Contractor and review for accuracy.
- 26) Review project close-out documents for completeness and accuracy, to include but not limited to as-builts, shop drawings, operations and maintenance manuals and warranties.
- 27) Verify the Contractor has obtained a certificate of occupancy or occupancy permit.
- 28) Review the Contractor request for final inspection and conduct a site visit of the Project to confirm Final Completion.
- 29) Prepare final field report.
- 30) Review the Contractor Application for Final Payment, including waivers of lien and consent of surety documentation.
- 31) Review and provide recommendation on request for final payment.
- 32) Assemble and file for future reference complete Project and cost records for both construction and professional services.
- 33) Archive project information and materials.

C) Warranty Phase Services:

- 1) Prior to expiration of the one-year Warranty period, conduct a one (1) day site visit to determine if any Work requires correction. Coordinate warranty request between the county and the contractor.
- 2) Track warranty request(s) to establish deficiencies patterns within various components.
- 3) Assist with determination with regards to "corrective action" of warranty items. If construction deficiencies are determined to be a warranty item, coordinate "corrective action" with the county and the contractor.

End of document.